

# FIRST CHURCH of GOD

Office Use Only

Date approved/Denied \_\_\_\_\_

Approved by: \_\_\_\_\_

Senior Elder Signature

## Requisition Form

AT LEAST 4 TO 6 WEEKS IN ADVANCE

### General information:

Sponsoring Ministry \_\_\_\_\_

Program/event/item \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Purpose \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

\*\*\*Please attach itemized program/budget with your request

### FUNDS NEEDED:

Dollar amount \_\_\_\_\_ Date needed \_\_\_\_\_

Payable to: \_\_\_\_\_ Draw from which ministry's budget \_\_\_\_\_

Will this program generate income? \_\_\_\_\_ If yes, how much? \_\_\_\_\_

### GUIDELINES:

1. This form **MUST** be accompanied by a proposal budget for this event.
2. A FINAL BUDGET REPORT is required upon completion of the program event. Please include ALL RECEIPTS.
3. No individual may make charges in the name of First Church of God without a written Voucher from the Stewardship Board or Bookkeeper. Any person not following this system will be personally responsible for the bill.
4. Although each ministry has a pre-determined budget, funds may occasionally be unavailable because of more urgent needs. In this event, we will try to find alternate financing.
5. FAILURE TO COMPLY WITH ANY OF THE ABOVE GUIDELINES MAY RESULT IN A DELAY OF FUNDS BEING PROVIDED TO YOUR TEAM. Per Stewardship Team.

Person making request \_\_\_\_\_

Team Leader/Pastor's \_\_\_\_\_

Team Leader/Pastor's Signature

Revised 10/4/2023.